

Instructions to the Proctor and the Candidates for Written Licensing Examinations

[The proctor must read the following instructions to all candidates for the written exam. Instructions written in italics and/or brackets are for the proctor and are not meant to be read to the class.]

[Introduce self and welcome candidates]

1. We are ready to begin the written exam.
 - ☐ Please remove all materials from your desk, (beverages can be allowed).
 - ☐ Turn off all pagers, cell phones, radios, etc.

2. You will be given:
 - ☐ one hour and 40 minutes for First Responder
 - ☐ two and one half (2 ½) hours for EMT-Basic
 - ☐ two and one half (2 ½) hours for EMT-Intermediate
 - ☐ two and one half (2 ½) hours for EMT – Paramedic

to complete this exam once we begin.

During the exam – except in the case of an emergency - no one is permitted to leave the room.

If you are ill and do not believe you are feeling well enough to complete the entire exam, you should not begin the exam and should reschedule to take the exam at another time.

If you begin the exam and for any reason are unable to complete it, it will be counted as one attempt at the exam. You have a total of three attempts in which to pass the exam.

Now is a good time to use the restroom.

3. *[When all candidates are back continue with]* You must understand that during this exam if a you are discovered engaging in any kind of inappropriate behavior during the examination, such as giving or receiving help; using notes, books, or papers of any kind; using mechanical or electronic devices (e.g. calculators, PDAs [Personal Digital Assistants]); using calipers; using recording, photographic or digital imaging devices; removing or attempting to remove examination materials or notes from the examination room; or taking part in any act of impersonation, you will be dismissed from the exam and your exam results will be invalidated. You will be ineligible for re-examination for a period of one (1) year following the offense. I will send a detailed report regarding the incident to Maine EMS.

In addition, following the exam subsequent analysis of your examination results may also be cause to invalidate the results of your exam or take other action. Efforts to construct the examination using your memory or that of others are prohibited.

4. Do not write in or on your exam booklet. You may make calculations and notes on your scrap paper. Do not make any stray marks on your answer sheet, use your scrap paper.
5. When you are finished you must bring me your exam booklet, answer sheet, scrap paper, and pencil (if you borrowed one). If you finish early you will be allowed to leave the exam. Please be quiet when leaving and do not make noise outside of the examination area which might disturb candidates who are still testing.
6. I am here for the full 2½ hours (*for First Responders: one hour and forty minutes*) and have plenty to do. Do not worry if some people finish early.
7. We all take tests differently, take your time.
8. I will now pass out your materials. Do not open your booklet until I tell you to do so. [*Pass out exams, answer sheet, scrap paper, and pencils as necessary*] Remove the scrap paper and answer sheet from your booklet. On your answer sheet, fill in the Exam booklet number. [*If this is a National Registry EMT- B, also the Exam Series Number*] These numbers are found on the front of your exam booklet. (*Proctor's note: All exam materials must be handed directly to the candidate. Giving a student a stack of exams and asking him or her to take one and pass the others on is not an acceptable way to distribute exam materials.*)
9. Print legibly all information on the exam answer sheet. Today's date is xx xx xx. Be sure to fill in the boxes as well as the circles below when completing the application. If you have any questions about filling out the form, please ask. (*Proctor's note: See Appendix D for specifics on completing the forms.*)
10. [*Circulate around the class to be sure everyone is filling the answer sheet out properly*]
11. Remember to answer only on the answer sheet. Do not write in the examination booklet. Be sure if you change an answer to erase completely.
12. [*For National Registry Exams*] Please turn your exam booklet over to the back and read the directions printed there. [*For EMT-I and EMT-P exams: read the following paragraph*]:
 - This is a multiple choice exam. Each question contains several suggested answers, lettered A, B, C, and D. Read each question and its answers carefully. When you have

decided which answer is correct, blacken the oval on your answer sheet, which is lettered the same as the answer you have selected. Be sure the oval you mark is in the row numbered the same as the question you are answering.

- Mark only one answer for each question and blacken the oval completely. If you change your answer, erase completely.

Proctor's note: Once everyone is done reading or following- reading the directions to EMT-I and EMT-P candidates continue with:

13. I will write the start time and the end time of the exam on the board and I will tell you when you have 60 minutes, 30 minutes, 15 minutes, and 5 minutes remaining.
14. When you open your exam if you find there are any marks, or pages missing etc, please report that to me immediately.
15. As the exam proctor, I am not allowed to discuss the content of this exam.
16. The regional office will notify you of your exam results. Results of your exam may not be available for up to 4 weeks after the exam. Do not call the regional office inquiring about your exam results; they will be forwarded to you as soon as the regional office receives the information. *(Proctor's note: This applies to NREMT exams at the First Responder and EMT-B levels. This paragraph may be modified or deleted for EMT-I or EMT-P exams when the exams are scored on-site, or at the regional office.)*
17. Are there any questions regarding the process before we begin the written exam? *[Candidates asking questions not pertaining to the exam should be directed to contact their regional office.]* I hope that you will be successful. You may now start the exam.
18. Write times on board.